

Mapping Requirements for National Register Nominations

Michigan State Historic Preservation Office

Oct. 21, 2004

Provide the following:

USGS Maps

All nominations submitted to the national register must include an original United States Geological Survey (USGS) topographical map indicating the location of the nominated property and listing its UTM coordinates. It is the applicant's responsibility to provide the required map. If you would prefer, the State Historic Preservation Office will obtain and label the map. We charge a fee of \$10.00 for this service (the maps themselves cost \$6.00), which will be billed to the applicant.

Maps for Districts and Complexes

National register nominations for historic districts and other complex properties such as farms or farmsteads, estates, factory complexes, cemeteries, or parks will always require maps as part of the nomination materials. The maps must show the locations of all historic and non-historic features of districts and complexes. If more than one map is required to cover the entire district, a key map should illustrate the entire district and its boundaries.

Maps or site plans for complex properties such as farms or farmsteads, estates, factory complexes, cemeteries, or parks must show all features listed in the description statement's inventory list plus other important features described in the nomination, but not listed in the inventory, such as roads and drives, areas of land use and natural features such as ponds, woods, and other vegetation areas. All features must be identified. If space is limited, features should be numbered or lettered and keyed to an identification list in the margin of the map or on an attached sheet.

Information District Maps Should Provide

- District or property name
- Name of community, county, and state
- Significant natural features such as lakes and rivers, with names
- All streets, railroad lines, old railroad grades, and any other transportation rights of way, labeled in bold print with their names
- Lot or property lines
- Outlines or representations for all surveyed properties
- Patterned coding of footprints or representations of all buildings to indicate whether they are contributing or non-contributing to the district's or complex's historic character and significance. The outlines or representations of contributing resources should be darkened, while they should be left light for non-contributing resources.

- For districts, street addresses for all properties listed in the description's inventory section; if the properties have numbered street addresses, no other form of identification should appear on the map.
- Boundary of the property associated with the district or complex property.
- Key identifying any symbols used
- North directional arrow
- Scale bar (in case map is copied in larger or smaller format)

Do Not:

- Include photo roll and frame numbers or image numbers from previous surveys
- Use color coding. Photocopying in black and white will render color coding unreadable.

Map Standards

The final copies of maps must be printed on white paper meeting the national register's standards for archival stability – 20 pound acid-free paper with a two percent alkaline reserve. Two **original** copies must be provided of all maps and site plans. Tape, staples, and adhesive labels may not be used. Maps should be in 8 ½" X 11" format, if possible. Map sheets larger than 11" X 17" are not acceptable.

Maps for Urban Districts

In urban areas, the district map should show both the lot lines and the outlines of the buildings. For business districts containing buildings that occupy most of their lots, the maps should show the building outlines. Outside of business districts, surveyed buildings can be shown by square boxes if maps showing building outlines are not available. Monuments and other objects may be represented by circles or dots.

Maps for Rural Districts

Maps for rural village and hamlet districts should follow the instructions above for urban districts located outside of business districts. Mapping for districts that include a number of farms or farmsteads will usually require both a map for the district plus a separate map or site plan for each farm or farmstead unless the size of the district is small enough that all important features – those not listed in the inventory entries as well as those that are – can be plotted and identified on a district map.

For Further Information:

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